JUDY MARTZ
GOVERNOR

PO BOX 200802
HELENA, MONTANA 59620-0802

CONNECTING TO OBPP SERVER

Map a drive to the GOV_ADM_001_SYS\GUEST directory as follows (there are many other ways also): Find the red **N** Novell icon on your taskbar (the bottom right of your screen) and right click on it. Click on the "Novell Map Network Drive" option. Click in the drive letter dropdown box and choose an available drive letter (usually a letter higher in the alphabet that the letter G). Next, click on the "Browse" button. Double click on:

- ❖ Entire Network
- ❖ Netware Services
- ❖ Novell Directory Services
- ❖ State_of_Montana
- ❖ MT
- ❖ GOV
- ❖ GOV_ADM_001_SYS

Highlight the "Guest" folder and click OK. Check the boxes:

- ❑ Check to make folder appear as the top most level
- ❑ Check to always map this drive letter when you start Windows

Then click on "Map". You will now see the various folders under "Guest", including Forms & Memos and LEG.